# Application Form

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| Post Applied for: |       |

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| Section 1 Personal details |

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| Surname: |       | **First Name:** |       | **Title:** |       |

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| --- | --- |
| Address: |       |
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|  |       |

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| --- | --- |
| Postcode: |       |

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| **Home Telephone No:** |       |  |

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| **Mobile Telephone No:** |       |

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| **E-mail address:** |       |

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| Section 2 Employment History |

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| Current/Most Recent employer |       |

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| Address: |       |
|  |       |
|  |       |
| Postcode: |       |

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| Position Held: |       |
| Notice Required: |       |

Brief Description of duties:

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| **Previous Employer(s)/ Voluntary Work (most recent first)** |
| Employer | From  | To | Position Held | Brief Description of Duties |
|       |       |       |       |       |
|       |       |       |       |       |
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| Section 3 Qualifications  |

Please provide details, with dates in chronological order, of your qualifications (including secondary schools, colleges, universities or other places of education you have attended.)

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| Dates | Place of Education | Qualifications attained (inc. grade) |
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| Section 4 Application Questions  |
| 1. **Effective Communications**

Describe a time when you had to adjust your communication approach and style to the audience you were addressing.  |

Describe the situation (100 words)

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What specifically did you do and did it help? (200 words)

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What was the result and what did you learn? (200 words)

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1. **Personal Effectiveness**

Tell us about a time when a major obstacle occurred in your work forced you to rethink and get back online with your regular work.

Describe the situation (100 words)

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What did you do to keep moving ahead and meet expectation? (200 words)

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What was the result and would you have done anything differently? (200 words)

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1. **Striving for Continuous Improvement**

When have you identified and then had to balance the need for continuous improvement against the need to get things done?

Describe the Situation (100 words)

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How did you know improvement was needed and how did you go about making the improvement? (200 words)

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What was the result and did this change your outlook regarding the need for continuous improvement? (200 words)

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1. **Relationship Building**

Describe a time when you attempted to build rapport or a relationship with a difficult co-worker, client or customer

Describe the situation and how the other person(s) differed (100 words)

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Which aspects of the difference did you find most difficult to deal with? (200 words)

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What was the outcome of the situation? (200 words)

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| Section 5 Personal Statement |
| The role applied for will draw upon a wide range of experiences, skills set, knowledge and development. You now have the opportunity to tell us what you feel sets you apart from other applicants (no more than one A4 page) |
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| Section 6 Referees |
| Please give the names and addresses of two people, other than your family, who can tell us about you - for example, an employer, teacher or someone who know you well. |
| **First Referee** |  | **Second Referee** |
| Name |       |  | Name |       |
|  |  |  |  |  |
| Position |       |  | Position |       |
|  |  |  |  |  |
| Address |       |  | Address |       |
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|  |       |  |  |       |
|  |  |  |  |  |
| Town |       |  | Town |       |
|  |  |  |  |  |
| Postcode |       |  | Postcode |       |
|  |  |  |  |  |
| Telephone |       |  | Telephone |       |
|  |  |  |  |  |
| Mobile |       |  | Mobile |       |
|  |  |  |  |  |
| Email |       |  | Email |       |
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| Capacity in which they know you |  | Capacity in which they know you |
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Please return your completed application form to recruitment@nacasadvice.org.uk by Fridray 2nd September, 12 noon. For any queries, please contact Jessica Dove on call 01294 485581